



## Statement of Organization REFERENDUM COMMITTEE

Type of Statement		
<input type="checkbox"/> New Committee <input type="checkbox"/> Amended Statement		
Name of Committee		
<hr/> <small>Insert full name of committee (you may include acronyms, but please spell them out)</small>		
Committee Mailing Address		
<hr/>		
Street/PO Box (*See Instructions)		
City	State	Zip Code
(     )	(     )	
Business Phone	Fax	E-Mail Address (*see instructions)
Information on Referendum		
<input type="checkbox"/> This Committee <b>Opposes</b> the Referendum		
<input type="checkbox"/> This Committee <b>Supports</b> the Referendum		
<hr/>		
Briefly Describe the Subject of the Referendum		
<hr/>		
Date of Referendum		Location (Insert Statewide, or the County or City)
<hr/>		
Committee Depository		
<hr/>		
<hr/>		
Primary Financial Institution and Address		



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Officer Information			
<b>Principal Custodian of the Books (Treasurer)</b>	Mr./Ms.	Last Name	First Name
	Street Address (Residence)		Suite #
	City	State	Zip
	Email Address (*see instructions)		Daytime Phone #
<b>Other Principal Officers</b> <small>(*see Instructions)</small>	Mr./Ms.	Last Name	First Name
	Street Address (Residence)		Suite #
	City	State	Zip
	Email Address (*see instructions)		Daytime Phone #
Electronic Filing Agreement			
<p><input type="checkbox"/> <b>Electronic Filer</b> - I, as treasurer of this referendum committee, intend to file all required campaign finance disclosure reports to the State Board of Elections by electronic means. I agree that if at anytime the referendum committee does not intend to file electronically, that I will submit an amended Statement of Organization stating such.</p> <p><input type="checkbox"/> I intend to electronically file using Virginia's <i>VAFiling</i> Program.</p> <p><input type="checkbox"/> I intend to use an SBE Approved Vendor</p> <p style="margin-left: 40px;">_____</p> <p style="margin-left: 40px;"><small>(Please Enter Name of Vendor)</small></p>			
_____ <b>Signature</b>		_____ <b>Date</b>	
<p><input type="checkbox"/> <b>Paper Filer</b> - I, as treasurer of this campaign committee, understand that if I choose to file this campaign's finance disclosure reports on paper that I must submit the reports to the State Board of Elections and to the electoral board where the candidate resides.</p>			
_____ <b>Signature</b>		_____ <b>Date</b>	
Statement of Treasurer or Other Officer			
<p><b>I accept the appointment of Treasurer for this committee.</b> I understand that I am required to comply with the provisions of the Campaign Finance Disclosure Act (Title 24.2, Chapter 9 of the <u>Code of Virginia</u>). I understand that I must truthfully report all monies and things of value which this political committee receives or expends in a timely manner. Civil penalties will be assessed in the manner required by the <u>Code of Virginia</u> for late or non-filed reports. I also understand that if I provide false information on any document submitted to the State Board of Elections that I may be subject to a Class 5 felony.</p>			
_____ <b>Signature</b>		_____ <b>Date</b>	



## **Instructions for Completing This Form**

### **General Guidelines**

- 1) Referendum committees must submit the original, signed version of this form to the State Board of Elections at 200 N. 9<sup>th</sup> St., #101, Richmond, VA, 23219. Facsimiles and copies will not be accepted.
- 2) This form must be written in ink or typed or it will be rejected.
- 3) All requested information on the form is required unless otherwise noted below.
- 4) An amended Statement is required to be filed within 10 days of the change if **any** of the information reported on this form changes. Failure to amend this form in a timely fashion may result in civil penalties of up to \$500 to be assessed according to the procedure described in §24.2-929 of the Code of Virginia.

### **Type of Statement**

- 1) Check the box that applies to the type of Statement that you are filing.

### **Name of Committee**

- 1) Please insert the full name of your committee. You may include the acronym but you must spell out all acronyms for you committee.

### **Committee Mailing Address**

- 1) Insert the committee's primary mailing address.  
\*§24.2-908 states that committees must have an address that is located within the boundaries of the Commonwealth.
- 2) Insert the committee's primary business phone and fax number.
- 3) Insert the Committee's e-mail address.  
\*This information is required if your committee intends to file electronically. Otherwise, it is optional.

### **Committee Depository**

- 1) Insert the name and address of the committee's sole depository (Bank Name).

### **Information on Referendum**

- 1) Indicate whether the committee is supporting or opposing the referendum in question.
- 2) Briefly describe the subject of the referendum.
- 3) Indicate the date of the referendum.
- 4) Indicate which locality in which the referendum is being held.



## **Instructions for Completing This Form (cont.)**

### **Officer Information**

- 1) Principal Custodian of the Books (Treasurer)
  - a) Insert the name and residential address of the person who will be responsible for maintaining and keeping accurate financial records and reporting these records on the prescribed forms  
**\*Note:** The Treasurer must be a resident of the Commonwealth of Virginia unless the committee is established or controlled by a corporation doing business in Virginia (registered with the State Corporation Commission) or a national political party committee.
  - b) Email Address  
**\*Note:** An email address for the treasurer is required if the committee intends to file electronically (see below for e-filing requirements). The email address is optional for all other committees.
- 2) Other Principal Officers
  - a) Insert the name and residential address of any other officers of the committee.  
**\*Note:** At least one other officer must be a resident of the Commonwealth of Virginia unless the committee is established or controlled by a corporation doing business in Virginia (registered with the State Corporation Commission) or a national political party committee.
  - b) Email Address  
**\*Note:** An email address for the other principal officers is required if the committee intends to file electronically (see below for e-filing requirements). The email address is optional for all other committees. However, if an email address is inserted then the committee will be required to amend their form if the treasurer's e-mail address changes.

### **Filing Method**

- 1) Indicate whether the committee intends to file all of their campaign finance disclosure reports electronically.

#### **NOTE**

\*Referendum Committees that intend to raise more than \$10,000 or who intend to spend more than \$10,000 in a single calendar year are required by §24.2-914.1 to file electronically.

- **VA Filing Option**
  - If you choose to use SBE's VA Filing software, SBE will provide you with instructions on how to obtain your software when your Statement of Organization is acknowledged.
- **Approved Vendor Option**
  - If you choose to contract with a private company, SBE recommends that you use an "Approved Vendor." These companies meet SBE's standards for e-filing. Although you are free to use any company you wish, we cannot guarantee that the company you choose will comply completely with SBE's standards. As a result, your committee may end up paying fines for incomplete, late or un-filed reports. For a list of "Approved Vendors" please visit our website: <http://www.sbe.virginia.gov/>